

## Subpart 1846.6—Material Inspection and Receiving Reports

### 1846.670 Introduction.

#### 1846.670-1 General.

This subpart contains procedures and instructions for use of the DD Form 250, Material Inspection and Receiving Report (MIRR), (DD Form 250 series equivalents, and commercial shipping/packing lists used to document Government contract quality assurance (CQA).

[80 FR 12944, Mar. 12, 2015]

#### 1846.670-2 Applicability.

(a) This subpart applies to supplies or services acquired by or for NASA when the clause at 1852.246-72, Material Inspection and Receiving Report, is included in the contract.

[80 FR 12944, Mar. 12, 2015]

#### 1846.670-3 Use.

(a) The DD Form 250 is a multipurpose report used for—

- (1) Providing evidence of CQA at origin or destination;
- (2) Providing evidence of acceptance at origin or destination;
- (3) Packing lists;
- (4) Receiving;
- (5) Shipping; and
- (6) Contractor invoice support.

(b) Do not use MIRRs for shipments—

- (1) By subcontractors, unless the subcontractor is shipping directly to the Government; or,
- (2) Of contract inventory.

(c) The contractor prepares the DD Form 250, except for entries that an authorized Government representative is required to complete. The contractor shall furnish sufficient copies of the completed form, as directed by the Government Representative.

[80 FR 12945, Mar. 12, 2015]

#### 1846.670-4 Multiple shipments.

(a) If the “shipped to,” “marked for,” “shipped from,” “CQA,” and “acceptance” data are the same for more than one shipment made on the same day under the same contract in a single car, truck, or other vehicle, one MIRR

shall be prepared to cover all such shipments.

(b) If the volume of the shipments precludes the use of a single car, truck, or other vehicle, a separate MIRR shall be provided for each vehicle.

[62 FR 14024, Mar. 25, 1997, as amended at 69 FR 44610, July 27, 2004]

#### 1846.670-5 Forms.

An electronic copy of the DD Form 250 may be downloaded from the General Services Administration’s Forms Library at <http://www.gsa.gov/portal/category/100000>.

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### 1846.671 Contract quality assurance on shipments between contractors.

(a) The supplier’s commercial shipping document/packing list shall indicate performance of required CQA actions at subcontract level.

The following entries shall be made on the document/packing list:

Required CQA of items has been performed.

(Signature of Authorized Government Representative)

(Date)

(Typed Name and Office)

(b) Distribution for Government purposes shall be one copy each—

- (1) With shipment;
- (2) For the Government representative at consignee (via mail); and
- (3) For the Government representative at consignor.

### 1846.672 Preparing DD Forms 250 and 250c.

#### 1846.672-1 Preparation instructions.

(a) *General.* (1) Dates shall include nine spaces consisting of the four digits of the year, the first three letters of the month, and two digits for the date (*e.g.*, 2012SEP24).

(2) Addresses shall consist of the name, street address/P.O. box, city, State, and ZIP code.

(3) The data entered in the blocks at the top of DD Form 250C shall be identical to the comparable entries in Blocks 1, 2, 3, and 6 of the DD Form 250.